

## **Requesting a NOTAM**

A NOTAM is a Notice to Airmen containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations.  
(FAA Aeronautical Information Manual)

For every mission we fly we call and request a NOTAM to be filed for the area we will be working in. A NOTAM lets other pilots in the area know we are there and for them to be aware of a UAV in that area. In order to have a NOTAM issued for us in a particular airspace, we have to have some pertinent details about where we will be flying prior to calling and requesting the NOTAM.

First is to determine where the flight mission will take place. Next is to locate the nearest public use airport to that location, and then determine how far that airport is in nautical miles. Then locate the nearest VOR (Very high frequency Omnidirectional Range). This can be done on a sectional chart or on an electronic navigational app. Determine the VOR radial that most closely intersects the location. Measure distance from center of VOR to location in nautical miles. A sectional chart has a scale at the bottom for quick measurements as well as aeronautical navigational apps for phone or iPad. Determine how long you want the NOTAM to last for (depending on the mission) and give the time in UTC (Zulu) time (add seven hours if daylight savings time, eight hours if standard time). Call NOTAM number at 1 877 487-6867, and when prompted state 'California' and then 'Southern'. An FAA representative will answer, just state who you are and that you want to request a NOTAM. He/She will then ask the questions above and will give you a NOTAM number specific for the location. Don't give them location names; they won't know what you're talking about, such as; northeast of Escondido near the I-15.

### **Example:**

"This is the San Diego County Sheriff's Department UAV unit requesting a NOTAM".

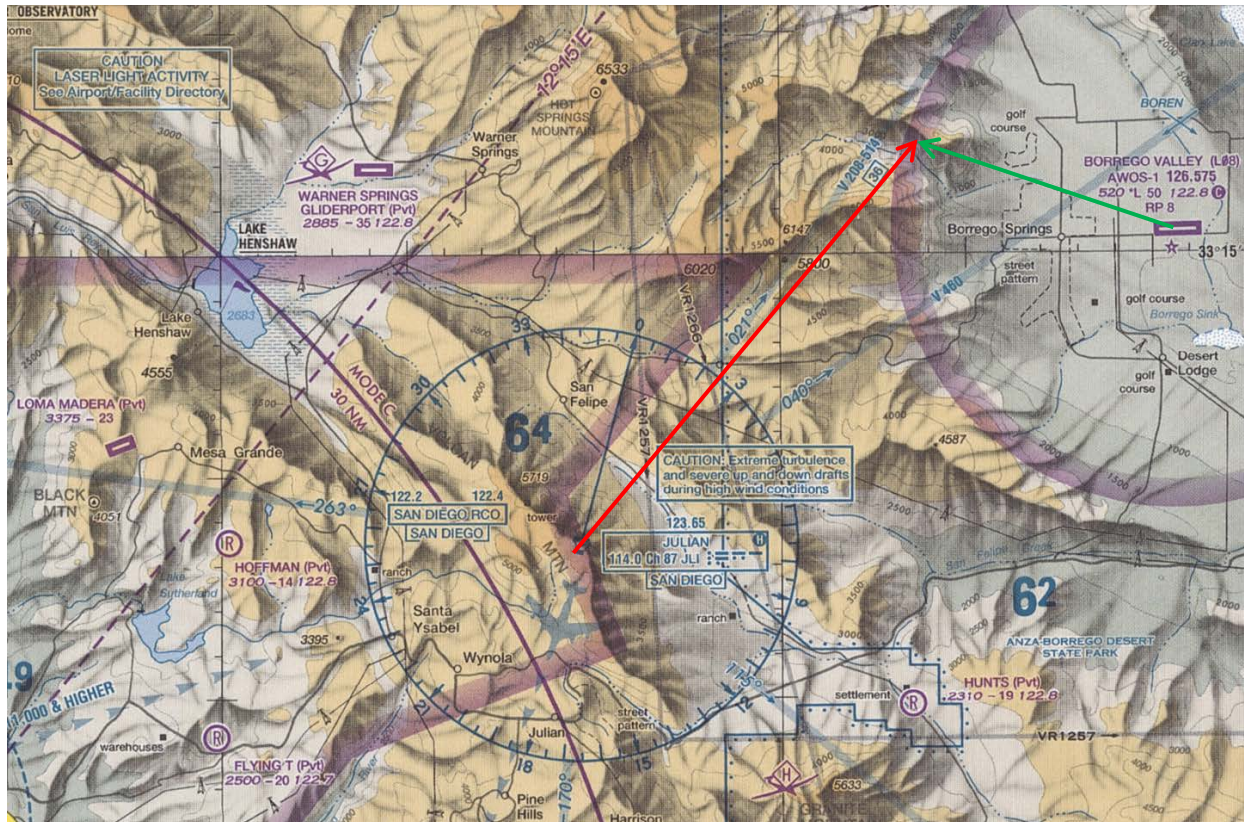
You will then be asked the above questions.

"We will be working an area twelve nautical miles southeast of the Fallbrook airport, seventeen nautical miles from the Oceanside VOR on the 070 radial from 2000Z to 0100Z (local time 1200 to 1700 PST) at or below 400 feet". You will then be given a NOTAM number. Write the number down or record it somewhere for future reference. If there is an issue while working the mission, having filed the NOTAM beforehand, and having proof with the NOTAM number will make things a lot easier for us.

The NOTAM operator will greatly appreciate it if you follow this guide, otherwise they have to try and determine distances, VOR radials, and converting local time to Zulu time. We sound professional this way and it takes less than half the time. Once you have your information it should take less than two minutes to get the NOTAM entered and number given.

## Example:

Lost hiker in Borrego Springs Palm Canyon area. The closest public use airport is Borrego Valley (L08). The nearest VOR is the Julian VOR. Draw a line from the center of the VOR to the location and determine the radial (red line). In this case it is on the 025 degree radial. Measure the length of the line and use the scale at the bottom of the chart to determine distance in nautical miles. The measured distance from the Julian VOR is approximately 24 nautical miles. Next measure the distance from the center of the Borrego Valley airport to the mission location (green line). In this case it is approximately 11 nautical miles east.



So the phone call should go as follows:

“This is the San Diego County Sheriff’s Department UAV unit requesting a NOTAM. We will be working an area eleven nautical miles east of the Borrego Valley airport, twenty four nautical miles from the Julian VOR on the 025 radial from 2000Z to 0100Z (local time 1200 to 1700 PST) at or below 400 feet”.

## VOR's

Oceanside VOR  
Mission Bay VOR  
Julian VOR  
Poggi VOR (near border with Mexico)